

CHERTSEY MASONIC HALL MANAGEMENT COMMITTEE LIMITED

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Process for using the Chertsey Masonic Hall during the Covid-19 pandemic.

The hall will be reopened for Masonic use from the 1st September 2020.

Prevailing Government guidance (UK, Wales or Scotland as appropriate) must be followed, in addition to local rules from Masonic Hall companies etc.

There can only be one masonic unit in the building at any one time. The bookings manager will advise when there is a clash of meetings and arrange alternative bookings.

The maximum number of participants allowed at any meeting cannot exceed 30, as advised by UGLE and Province.

There will not be any dining available until further notice.

The Temple upstairs will remain closed until further notice and / or at least until January 2021 or until it is deemed safe to resume Lodge meetings in the Temple. (Following a site visit and discussion between the ProGSuptWks, APM, Chairman and Treasurer of the hall committee, it was deemed that a 'duty of care' cannot be guaranteed by using the main temple upstairs, a safe passage on the stairway and in the main lobby.)

All masonic activity must take place in the downstairs dining room. This will allow safe entrance and exit from the building – the main doors at the front of the building will be used to enter and the fire door in the kitchen will be used to exit the building – please do ensure this flow of participants is adhered to.

If using the upstairs toilets please ensure safe distancing is exercised at all times by restricting the access to a maximum of four persons at any one time. This is to be controlled by the Lodge Stewards or designated person on the stairwell.

All equipment used MUST be cleaned with sanitising wipes – which will be provide by the hall – before any members are allowed into the building. I would expect the unit secretary, DC or stewards to take responsibility to ensure this is carried out before any meeting is held.

Sanitising dispensers are placed at the entrance hall, in the dining room, and in both toilets, please ensure to use them at all times. There is also one in the Lodge room, but this room is not being used at present.

If any person is feeling unwell and / or exhibiting Covid19 like symptoms they are strongly advised not to attend the meeting and must be turned away by the Lodge stewards. Anyone wishing to attend the Lodge meeting should 'pre-screen' themselves and ask the following questions and then act accordingly to help reduce the risk of contamination:

Have you tested positive for COVID-19 in the last 7 days?

Are you waiting for a COVID-19 test or result?

Do you have any of the following symptoms?

- a) A new continuous cough – this means coughing for longer than an hour, or three or more coughing episodes in 24 hours.
- b) High temperature or fever – anyone with a temperature **over 37.5** is considered to have a fever and must not attend the meeting and be sent home.
- c) Loss of, or change in, sense of smell or taste.
- d) Do you live with someone who has either tested positive for COVID – 19 or had symptoms of COVID-19 in the last 14 days?

If the answers to all these questions is **NO**, then it is permissible to attend the Lodge meeting.

If the answer to *any* of these questions is **YES**, then it is NOT permissible to attend the Lodge meeting.

A record of all Lodge members attending the meeting will be maintained by the Lodge Secretary (or equivalent) with email addresses and telephone numbers, to enable a 'Track and Trace' to be carried out if it becomes necessary. This list must be sent to the Committee Secretary at least 24 hours before the meeting. If a member turns up to the meeting and is not on the list they must be turned away. (completed lists to be sent to Johnhmoir@hotmail.com and Bernie.greenwood@btinternet.com)

The signing-in book must be kept in the entrance hall and be completed at the same time as the 'Track and Trace' form. All members must use their own pen and not borrow anyone else's'. No sharing of pens.

On arrival and before entering the building all attendees will be temperature checked by an infrared temperature gauge which will be operated by a designated lodge member and records kept for 'Track and Trace'. An orderly queue must be formed at safe distancing in the car park before entering the building. Stewards of the Lodge are expected to control the arrival of the attendees.

All visitors will be required to use hand sanitiser and / or hand washing facilities as they enter the building. Hand sanitisers are available throughout the building.

Facemasks may must be worn at all times if practicable.

For the benefit of all Brethren attending meetings, and to maintain the reputation of Freemasonry in general, please ensure you that you always wear a face mask/covering while on Masonic business.

Full Government guidelines can be found here:

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

All attendees must have their own designated seating which the secretary will provide on a plan prior to the meeting. This will ensure social distancing is practiced at all times.

There is no storage area for cases or regalia – these must be kept by the member on, beside or behind their seat in the hall. Cases must not be stacked on top of each other.

Suitable cleaning and disinfection consumables and stocks will be available and provided by the hall management committee.

Once the main door has been closed and the Lodge meeting has begun there will be no allowance for late attendees, unless the Secretary has been pre advised and he will allocate a steward to receive the late comer and will complete the protocols before allowing him to enter. All PPE and safe distancing will be applied to the late comer as detailed in this document.

Singing within the building will be curtailed for the time being in line with Government, UGLE and Provincial advice.

In the event of a meeting being oversubscribed, the Lodge/Chapter/or equivalent Unit should decide who attends and should do so equitably.

Disposable/medical gloves should not be worn. They are far more likely to spread the virus (if any is present) unless used correctly, as they are in medical circumstances, by trained professionals. Regular hand washing and avoiding touching your face are far more effective.

Nobody, particularly elderly or vulnerable members, should feel coerced into attending meetings – irrespective of their office.

The current, absolute, maximum number of members allowed to physically attend a meeting in England will be 30 but different limits may apply elsewhere. This limit will be determined by Government guidance and by the regulations set by the masonic hall or other meeting venue as judged by, for example, the dimensions of meeting spaces, relative ventilation etc. The limit for Chertsey Masonic Hall will be advised shortly.

The use of the car park will be restricted to a maximum of 6 vehicles and priority must be given to those with greatest needs.

PLEASE NOTE – THERE MAY WELL BE A MEMBER OF THE HALLS MANAGEMENT COMMITTEE ON SITE AT THE TIME OF THE MEETINGS TO ENSURE ALL THESE PROCESSES ARE ADHEARED TO AT ALL TIMES.

Sorry if this sounds a bit like big brother but we must ensure this is complied with by all and not just by a few. **Chertsey Masonic Hall Management Committee Ltd.**